



## Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

Hathaway Building, 2nd Floor, 2300 Capitol Avenue


Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website [www.k12.wy.us](http://www.k12.wy.us)

---

### MEMORANDUM NO. 2010-084

**TO:** School District Superintendents  
Business Managers  
Personnel Directors

**FROM:** Susan Williams, Data Management Specialist  
Information Management Unit 

**DATE:** April 16, 2010

**SUBJECT:** Recalibration: WDE715-District School Board and Staff Contact Information

---

### **IMPORTANT AND TIME SENSITIVE**

**The Wyoming Department of Education (WDE) is announcing a one-time special collection, the WDE715 District School Board and Staff Contact Information.**

This memorandum will provide details on:

- A brief description of elements and the method it will be collected.
- The purpose and authority of this collection.
- The firm collection time line.

### **Information on the WDE715 Collection**

#### **What is the WDE715 data collection?**

The WDE715 is a collection that will be used for professional staff engagement activities to be conducted through Wyoming Department of Education administered online surveys for the purpose of recalibration.

The Select Committee on School Finance Recalibration has directed the WDE to collect educator e-mails to assure a means for the committee to communicate directly to educators, and for educators to participate in required survey and study activities.

School District Superintendents  
Business Managers  
Personnel Directors  
Memo. No. 2010-084  
April 16, 2010  
Page 2

The WDE715 collection is a snapshot of all employees working in the district on April 19, 2010. Districts will be required to report the WISE IDs, First Name, Last Name, and e-mail address for all employees as well as the First name, Last name, and e-mail address of all district school board members. Districts must include the assignments and teacher type codes for all persons hired by the School District **after October 1**, as well as employees who changed assignments after the October 1, 2009, WDE602 snapshot. Assignment and teacher type codes can be found on the Reportable Combinations hand out provided with the fall 2009 WDE602 report.

### **What is the authority for the data collection?**

W.S. 21-2-203(c)(ii)

Section 334(b)(iii) of House Enrolled Act 46 directs the Select Committee on School Finance Recalibration to collect educator input.

### **When is the Collection Window?**

The data collection window is from April 19, 2010, to April 30, 2010. The WDE715 data collection is due on or before April 30, 2010, by 5:00 P.M. The collection will be submitted via an excel form through the WDE Collection Tracking System.

### **Where are the Collection Documents Posted?**

The WDE715 form is available on the WDE Data Collection Forms Inventory website or [https://wdesecure.k12.wy.us/stats/wde.forms.details?the\\_form=715](https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=715). The form will have several tabs at the bottom of the page and include a separate excel sheet for reporting district staff and board members as well as an instruction page and business rules. There is also a link to the Reportable Combinations hand out.

### **Information on the WDE715 Data Correction Timeline**

#### **What is the Data Correction Timeline?**

Corrections to the WDE715 data are restricted to a firm timeline. Districts will be notified of errors in their report by the WDE715 data steward, all corrections must be fixed, and the data resubmitted by Wednesday, May 5, 2010. It is imperative these data are accurate and submitted on time so the WDE can meet its recalibration reporting requirements.

#### **Who to Contact for More Information?**

If you have any questions regarding the content or submission of the WDE715, please contact Susan Williams at 307-777-6252 or [swilli@educ.state.wy.us](mailto:swilli@educ.state.wy.us).

SW:tw